



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCHEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

ATZT-CG

01 MAR 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #55-02, Off-duty Employment

1. REFERENCES.

- a DOD 5500.7R, Joint Ethics Regulation, Paragraph 3-306e
- b AR 600-20, Command Policies and Procedures, 15 July 1999, Paragraph 4-12c

2 PURPOSE To establish policy and procedures for approving the off-duty employment of Army military personnel assigned to Fort Leonard Wood

3 GENERAL The off-duty employment of military personnel poses readiness, security and productivity problems. This memorandum establishes a uniform policy for commanders to use in dealing with those issues. Appropriate off-duty employment is allowed, but subject to military duties, which always takes precedence. Soldiers may not work in second jobs that detract from the efficiency, dignity and professionalism necessary to meet their primary duty to the Army and Nation. Off-duty employment can raise conflict of interest situations and burden the ability to perform intensive assignments, such as drill sergeant duty. Security may be affected through conflicts of interest, off-duty workplace problems or fatigue imposed by lack of rest. Commanders, therefore, have a legitimate need to know and exercise approval authority over these arrangements on a case-by-case basis

4. POLICY/PROCEDURES.

a. Brigade commanders are hereby delegated the authority to approve or disapprove the off-duty employment of Army military personnel under their command, consistent with policy considerations discussed above or closely-related issues. A commander should grant permission only where he or she is satisfied that none of the general policy concerns exist. Commanders should revoke any permission already granted when it becomes evident that such impacts exist after all. For due process reasons, an affected Soldier should be afforded a chance to respond before such a revocation becomes final in non-emergency circumstances

b. Army military personnel assigned to Fort Leonard Wood will obtain advance written approval for off-duty employment from their brigade commander, which may be in the form of a memorandum for record signed by the appropriate authority.

